

# Information acc. to Art. 13 / Art. 14 GDPR for our Job Applicants

<b>Autor:</b>	Data Protection Official
<b>Adressaten:</b>	Applicants to MUEGGE GmbH
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01	NSt.	Data protection officer contact data changed	released

## 1 Preliminary Remarks

Thank you for your interest in MUEGGE GmbH.

Below we would like to inform you about data protection aspects in connection with your application to our company.

## 2 Data controller for the purposes of data processing

MUEGGE GmbH  
Hochstrasse 4 – 6  
64385 Reichelsheim Germany

Tel.: +49 6164 9307 0  
Fax: +49 6164 9307 93  
E-Mail: [bewerbung@muegge.de](mailto:bewerbung@muegge.de)

## 3 Contact details of the data protection official

Data Protection Officer - Herr Kai Schwardt  
c/o Muegge GmbH  
Hochstrasse 4 – 6  
64385 Reichelsheim  
Germany

Tel.: +49 (0) 6164 – 9307 – 0  
E-Mail: [datenschutz@muegge.de](mailto:datenschutz@muegge.de)

## 4 Legal basis and purpose of data processing

We process your data on the basis of Art. 6 Para. 1 Letter b GDPR in connection with § 26 BDSG (data processing for the implementation of pre-contractual measures or for the purposes of employment).

Insofar as we have obtained your consent for certain processing operations, Art. 6 Para. 1 Letter a DS-GVO serves as the legal basis.

The personal data and documents sent by you will be collected, processed and stored by us exclusively for the purpose of carrying out the application procedure.

## **5 Recipients of the data**

Within our company, only the employees who need your data to perform their respective tasks have access to it.

In order to meet our contractual and legal obligations, we make use of various contractually obligated service providers (e.g. for the purposes of supporting/maintenance of our IT applications, document and data destruction or archiving).

In addition, we may transfer your data to other recipients outside the company to the extent necessary to fulfill the purposes set out in Item 4.

## **6 Transfer of data to a third country or an international organization**

We only transfer data to countries which are not a member state of the European Union or another contracting state to the Agreement on the European Economic Area under the conditions of Art. 44 ff. GDPR.

## **7 Requirement to provide certain data**

The personal data and documents sent by you will be collected, processed and stored by us for the purposes of the application process. If you do not provide us with this data, we will not be able to carry out the application process with you.

## **8 Existence of an automated decision-making process**

As a responsible company, we refrain from automatic decision-making or profiling within the meaning of Art. 22 (1) and (4) GDPR.

## **9 Duration of storage of your data**

If you have been employed by us, your application documents will be stored in our applicant database for the duration of your employment and for three years after the end of the year in which your employment was terminated.

If your application is unsuccessful, we will regularly keep your application documents in our applicant database for six months after rejection.

If you have given us your consent to further storage of your data (to take account of any vacancies that may become available later), we will delete your application documents from our applicant database after receipt of your revocation.

## **10 Your data protection rights**

### **Right of withdrawal (Art. 7 Para. 3 GDPR)**

You have the right to revoke your consent to us at any time. The consequence of this is that we are no longer permitted to continue the data processing based on this consent in the future.

### **Right of access (Art. 15 GDPR in connection with § 34 BDSG)**

You have the right to request information about your data processed by us. In particular, you may request information about the purposes of the processing, the categories of data, the categories of recipients to whom your data have been or will be disclosed, the envisaged period for which the personal data will be stored, the existence of the right to request rectification, deletion, limitation of processing or objection, the existence of the right to lodge a complaint, the origin of your data if they were not collected by us, whether an automated decision-making process exists including profiling as well as, if applicable, meaningful information on its details.

If you have any questions regarding the processing of your personal data, you are welcome to contact our Human Resources Department (bewerbung@muegge.de).

### **Right to rectification (Art. 16 GDPR)**

If incorrect information is stored despite our best efforts to ensure that the data are correct and up-to-date, we will correct this immediately upon your request.

### **Right to erasure (Art. 17 GDPR)**

You have the right to demand the deletion of your data stored by us, unless processing is necessary to exercise the right to freedom of expression and information, to meet a legal obligation, for reasons of public interest or for the assertion, exercise or defense of legal claims.

### **Right to restriction of processing (Art. 18 GDPR)**

You have the right to request the restriction of processing of your data:

- to the extent that you contest the accuracy of the data,
- the processing is unlawful, but you oppose the erasure of the data,
- we no longer need the data, but you need them to establish, exercise or defend legal claims, or
- you have objected to the processing pursuant to Art. 21 GDPR.

### **Right to data portability (Art. 20 GDPR)**

You have the right to receive the data you have provided to us in a structured, commonly used and machine-readable format or to request that it be transmitted to another controller.

### **Right to object to the processing (Art. 21 GDPR)**

You have the right to object, on grounds relating to your particular situation, at any time to processing of personal data concerning you which is based on Art. 6 Para. 1 Letters e or f GDPR. This also applies to profiling based on those provisions.

### **Right to lodge a complaint with a supervisory authority (Art. 77 GDPR)**

You have the right to complain to the supervisory authority if you consider that the processing of data concerning you is not lawful.

The supervisory authority responsible for us is:

The Hessian Commissioner for Data Protection and Freedom of Information  
P.O. Box 3163 65021 Wiesbaden Germany

Tel.: +49 611 1408 – 0

Fax: +49 611 1408 – 611

E-Mail: poststelle@datenschutz.hessen.de.